

TO: WIB Chairs
WIB Directors
Single Points of Contact

FROM: Jeffrey L. Golc
Deputy Commissioner
Field Operations/Program Development

DATE: April 11, 2001

SUBJ: DWD Communication #2000-29
Revised PMIS Manual

RE: Workforce Investment Act and Welfare-to-Work

Purpose:

The purpose of this communication is to issue the revised Participant Management Information System (PMIS) Manual. This manual provides instructions for client tracking and data reporting for the Workforce Investment Act (WIA) and Welfare-to-Work (WtW).

Rescissions:

DWD Communication #99-53

Content:

The Department of Labor (DOL) recently received approval for new WIA reporting requirements. Changes to the PMIS Manual reflect these new reporting requirements.

Attached is the revised PMIS Manual. Major changes in the Manual include:

- a new data field "Special Disabled Veteran" has been added,
- a new data field "Basic Literacy Skills Deficient" has been added,
- data requirements in many cases will be based on the intensity of service received, and
- text files submitted to the state have been revised.

Effective Date:

July 1, 2000

Ending Date:

June 30, 2004

Action:

Local administrators should ensure appropriate staff receives and uses the revised Participant Management Information System Manual. Local validated data systems must be revised to accurately collect and report information as described in the PMIS Manual. Direct questions to Rick Lindsey 317-232-8486 or RLindsey@DWD.state.in.us.